

REVISED - September 4, 2013

Our generic Code 400 weekly report guidance is as follows:

- Please submit your weekly report no later than COB each Thursday
- The format of your overall report can be whatever you choose it to be (either bullets or sentences), and should continue to include whatever level of detail you think is necessary to keep Code 400 management fully apprised of your status for the week, but, in addition,
- Please begin your report with an executive summary, for inclusion in the Code 400 Weekly Report to Goddard Center management (Code 100), and
- Please include in your executive summary to Code 100 only your three to five most important facts that Goddard Center management needs to know for the week (i.e., preferably only three facts, but absolutely no more than five), and
- If your report is a combination of a spacecraft report and an instrument report, please limit your executive summary to no more than three facts for each, and
- Please compose the executive summary portion of your report in 3-5 reasonably coherent bullets, each the equivalent of no more than one or two sentences, and
- In your executive summary, please spell out all project-specific acronyms the first time that you use them
- Immediately after your executive summary, please list any significant events in the next month or so, including the date, description and location of each event. (This is primarily for our public affairs folks, who want us to give them a heads-up when any noteworthy news events across the Center might be occurring.)
- Please include your project name, the word “weekly” and the reporting date in both your email subject line and your report file name if you attach it. Example: ATLAS Weekly 7-18-13

Distribution for the weekly report should include the following:

- GSFC Center Director csclease@nasa.gov
- Director of the Flight Projects Directorate (FPD) george.w.morrow@nasa.gov
- FPD Deputy Director david.m.scheve@nasa.gov
- FPD Deputy Director for Planning and Business Management stephen.a.shinn@nasa.gov
- FPD Associate Director mark.d.brumfield@nasa.gov
- FPD Assistant Director dan.blackwood@nasa.gov
- FPD Project Support Specialist linda.k.wunderlick@nasa.gov
- FPD Support edward.o.ruitberg@nasa.gov

If you have already sent your update, thank you very much!

If you would like additional personnel to receive this weekly reminder, please let me know promptly and I will add those names to my list.